



Campbell County Sheriff's Office

2019 July Monthly Report



Submitted by: Sheriff Mike Jansen

Prepared by Katrina Armstrong, Clerk

Campbell County Sheriff's Office

Mike Jansen

Sheriff



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July 2019 Monthly Report Summary

Services of the Sheriff's Office

The Campbell County Sheriff's Office has two main divisions. The uniformed division based in the Campbell County Justice Center and the administrative division based in the Campbell County Administration Building. The Sheriff's Office provides courthouse security at the Justice Center during business hours. Deputies and Court Security Officers (CSOs) are present for all court proceedings ranging from arraignments to trials, Family Court and more. During the month of July the Sheriff's office provided security for 1 jury trial in addition to the daily court schedules.

Deputies and Court Security Officers are also responsible for transporting prisoners to and from court as well as from area detention centers to the Campbell County Justice Center and Campbell County Detention Center. In the administrative division of the Sheriff's Office, services such as the collection of property taxes; management of process of service of papers; processing of Carrying Concealed Deadly Weapons (CCDW) Permits; Finger printing; and Vehicle Inspections are performed.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Mike Jansen".

Sheriff Mike Jansen
Campbell County Sheriff

Services of the Sheriff's Office

Deputies and Court Security Officers are responsible for transporting prisoners to and from court as well as from detention centers outside of Campbell County to the Campbell County Detention Center, and to institutions such as the Eastern Kentucky Mental Health Hospital and the Kentucky Correctional Psychiatric Center. During the month of July Deputies and CSO's made forty trips within the state of Kentucky transporting seventy-four prisoners. Twelve trips were made transporting prisoners from facilities outside of Kentucky to the Campbell County Justice Center and the Campbell County Detention Center. Deputies and CSO's traveled approximately 1,476 miles within the state of Kentucky and 3,254 miles outside of the state transporting prisoners. Prisoner transports within the state of Kentucky were made from the counties of Boone, Bourbon, Carroll, Clark, Grant, Kenton, Mason, Oldham, and Rowan. Transports were also made throughout the state of Ohio to the cities of Batavia, Conneaut, Georgetown, Hamilton, and Sandusky. Transports were also made to the cities of Marion and Paoli in Indiana and Forsyth, Georgia.

Please note that additional trips may have been made during the month and not counted into monthly totals as there are several counties such as Kenton County in Kentucky and Hamilton County in Ohio that the Sheriff's Office transports prisoners from on a daily, or near daily, and as needed basis. Those trips are not always scheduled and therefore not always counted into monthly totals.

The Sheriff's Office also serves Warrants, issues Citations, and completes Call Response Run Reports. During the month of July the Sheriff's Office served twenty-two Warrants and wrote one Citation. Deputies, when available, also assist individuals with unlocking their vehicles when their keys have been locked inside. During the month of July deputies were able to assist eight individuals open their vehicle and retrieve their keys.

Services performed in the administrative offices of the Sheriff's Office include collection of property taxes; processing and service of papers, these papers include civil and criminal summonses, subpoenas, evictions and various other document types; Carrying Concealed Deadly Weapons (CCDW) Permits; Finger printing; and Vehicle Inspections. During the month of July the Campbell County Sheriff's Office processed 422 papers; processed 51 CCDW applications, renewals, requests for duplicate licenses, or changes of information; provided fingerprinting for 19 individuals; and performed 796 vehicle inspections both at Sheriff's Office locations and off site.

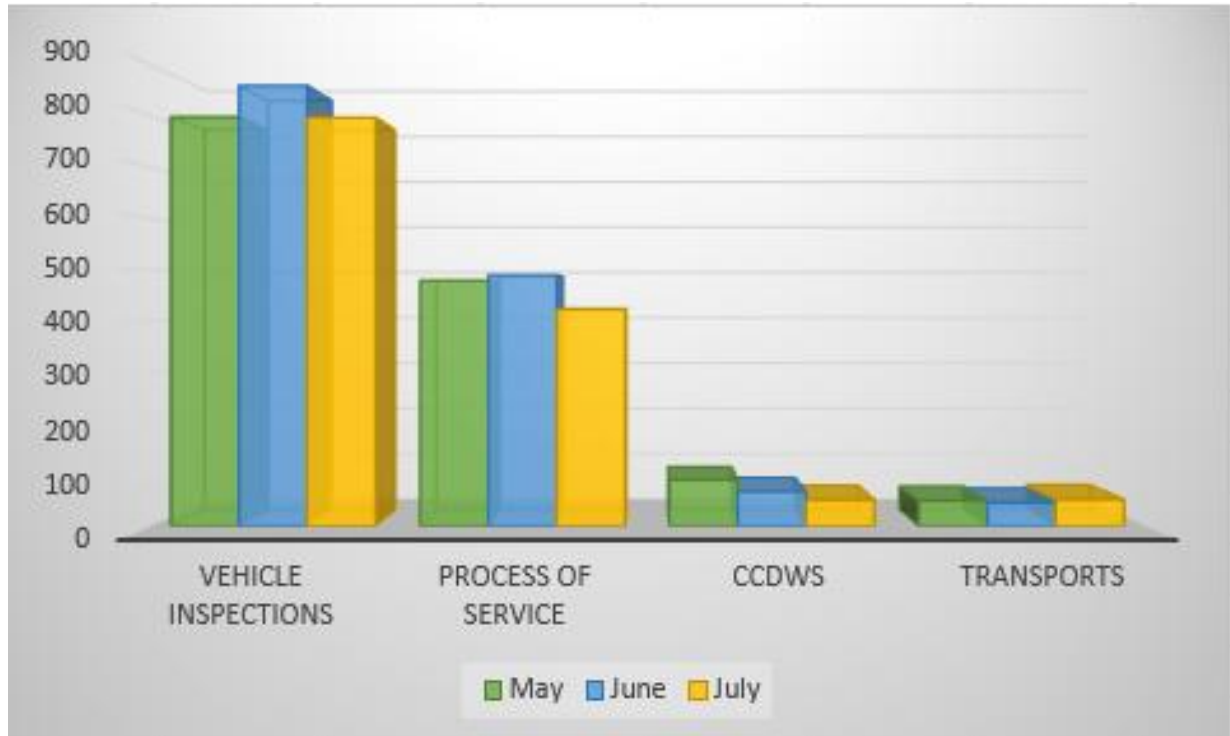
Training

Deputy Craig Stephens attended a training course entitled Leadership is a Behavior, offered through the Department Criminal Justice Training Center. This was a forty hour training held at the Boone County Sheriff's Office. The Northern Kentucky Special Operations Group (SWAT), of which Sgt. Mark Grisik and Deputy Jim McKenna are members, held training on July 10th and July 24th. Training included hostage rescue techniques, chemical agents training, and firing range training.

Notable

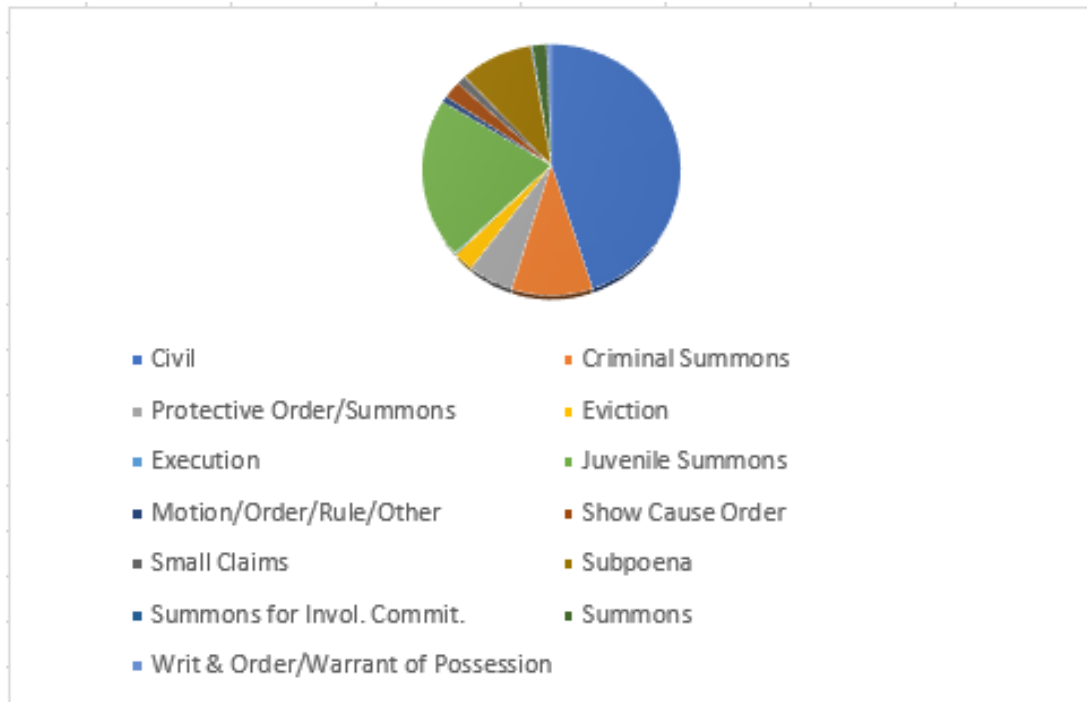
On July 15th the Sheriff's Office received the signed Quietus for the 2018 County and State Property Taxes from the Kentucky State Office of Property Valuation Division of Local Support. A Quietus must be completed and filed confirming that the Kentucky Department of Revenue conducted a review of the record of taxes collected by a Sheriff's Office and that all property taxes have been accounted for. Pursuant to state law a Quietus must be completed before collection can begin for a subsequent tax year.

Three Month Comparison of Services Performed by the Campbell County Sheriff's Office



Over the months of May, June, and July there was a slight fluctuation in the number of vehicle inspections with an increase in the number of inspections in June before a slight decrease into July. There were 797 inspections done in May, 858 inspections done in June, and then back down to 796 inspections done in July. The number of documents to be served saw a decline in July; going from 479 documents processed in May to 489 documents processed in June, then down to 422 documents processed in July. The number of CCDW licenses dropped during this time period. During the month of May there were 90 CCDWs processed, declining in June to 67 CCDWs, and then 51 CCDWs processed in the month of July. The number of trips made by Deputies and Court Security Officers varied little within this period; 49 trips were made in May, 45 trips were made in June, and 52 trips were made in July.

Process of Service Documents Processed by the Campbell County Sheriff's Office



Below is the listing of types of documents received by the Campbell County Sheriff's Office for process of service in the month of July. The above graphic reflects the volume of the various types of documents received in relation to each other.

<u>Type of Document</u>	<u># of Documents Received</u>	<u># of Documents Served</u>
Civil:	177	105
Criminal Summons:	41	19
Order of Protection	27	15
Eviction:	28	27
Execution:	1	0
Garnishment:	0	0
Juvenile Summons:	49	25
Motion/Order/Rule	2	2
Show Cause Order:	6	3
Small Claims:	2	1
Subpoena:	71	57
Summons:	10	6
Sum. for Involuntary Commitment:	3	3
Writ & Warrant of Possession:	5	5
Total	422	261

Please note that due to situations beyond the control of the Sheriff's Office the recipient of a document may be unable to served because: they have moved, been evicted, be deceased, be incarcerated in another jurisdiction, etc. All documents are taken out for attempts at service at least three times unless during an initial attempt we receive notice that would halt service attempts; such as the recipient does not live there, is deceased, the residence is vacant, etc.

**Prisoner Transports Performed by the
Campbell County Sheriff's Office
in the Month of July 2019**

Deputy	Long Distance Trans- port	Short Distance Transport
Sgt. Grisik	0	0
Deputy Kowolonek	0	5
Deputy Harney	6*	5
Deputy Caudill	4*	3
Deputy Windgassen	2*	0
Deputy Schreiner	1	0
Deputy McKenna	0	0
Deputy Stephens	3*	5
Deputy Metz	2*	5
Deputy Ratcliff	2*	7
Court Security Officer Weinel	0	2
Court Security Officer Sheanshang	0	1
Court Security Officer Feldman	0	0
Court Security Officer Roderick	0	0
Court Security Officer Fornash	0	2
Court Security Officer Harber	0	4
Court Security Officer Otto	0	0

Transports with an asterisk next to them donate a trip in which more than one employee was involved. This may have been for reasons such as safety due to multiple prisoners being transported or a female prisoner being transported, etc,